



STATE OF MISSISSIPPI
GOVERNOR PHIL BRYANT

DEPARTMENT OF FINANCE AND ADMINISTRATION

Laura D. Jackson
EXECUTIVE DIRECTOR

MEMORANDUM

TO: Institutions of Higher Learning, Community & Junior Colleges, Department of Mental Health, Department of Corrections and Department of Wildlife, Fisheries and Parks

FROM: Calvin Sibley, Director
Bureau of Building, Grounds and Real Property Management

DATE: July 18, 2018

SUBJECT: FY 2018 Renovation and Repair Expenditures

This Memo is to serve as notification of the required Reports that are due to the Bureau of Building, Grounds and Real Property Management by Wednesday, August 15, 2018. Information shall be reported on the form provided. This reporting is required for submittal to the Chairmen of the House and Senate Public Properties Committees and the LBO before September 1 per Mississippi Code of 1972, Annotated, Section 31-11-3(8).

Agencies and Institutions shall report FY'18 renovation and repair expenditures for all buildings under their operation and control, including costs of any architect or engineer hired by any such agency or institution to support such efforts. Expenditures shall **not** include those amounts expended for janitorial, landscaping or administrative support, but shall include expenditures from **both** state and non-state sources. Expenditures shall **not** include amounts expended by the Bureau of Building, Grounds and Real Property Management (BoB) on behalf of state agencies, departments and institutions through BoB administered contracts, but shall include amounts transferred to the BoB for support of such contracts.

Expenditures shall **not** include new construction other than those amounts expended to replace **existing** infrastructure, paving, retaining walls and similar site improvements. Do **not** include amounts expended for planning or construction of new buildings, facilities, expanded infrastructure or new parking lots.

Please feel free to contact Calvin Sibley, Director, Bureau of Building, et al, at 601-359-3621 or by email at calvin.sibley@dfa.ms.gov with any questions. The form can be returned to pat.willis@dfa.ms.gov for review and assembly.